



## **602.03 Inmate Classification and Housing**

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### **602.03-1 Policy**

- I. Inmates entering the jail system shall be classified in terms of level of custody required, housing assignment, and participation in detention programs. Inmates shall be assigned to housing based on an established classification system. Inmates who exhibit, or who have a demonstrated history of aggressiveness toward other inmates, or who have special classification needs shall be housed accordingly. Classification policy and procedure will be reviewed at least annually and updated as necessary. **During admission each inmate shall be given a copy of the rules and regulations of the facility (see paragraph 602.00-17 for procedures). Rules and regulations incorporate classification criteria as to housing, programs and privileges.**
- II. The Hendry County Sheriff's Office Jail system will maintain a classification system for individuals confined with its primary objective to place inmates in the type of quarters that best meet their needs, and to provide reasonable protection for the individual and other inmates. The HCSO Corrections Division shall have a designated Classification Sergeant who shall supervise the classification process.
- III. The Hendry County Sheriff's Office Corrections Division is committed to eliminate the discrimination against; and address the appropriate classification, housing and treatment of; and provide for the specific safety, security and medical needs of Lesbian, Gay, Bisexual, Transgender, and Intersex (LGBTI) inmates. **(See Section 607. 24 for additional information)**
- IV. Inmate classification is the process by which inmates are assigned to housing locations/facilities. Factors involved in assignment of inmates to housing locations are security, criminal charges, mental or physical disabilities, work assignments, language abilities, deviants and need for medical services. The classification process shall be uniform to all inmates, and shall follow the inmate throughout his/her incarceration.
- V. HCSO Corrections Division shall provide for the separate management of the following categories of inmates:
  - A. Female and male inmates
  - B. Other classes of detainees (witnesses, inmates with civil charges)

- C. Community custody inmates (work releases, weekenders)
- D. Inmates with special problems (alcoholics, narcotic addicts, mentally disturbed persons, physically handicapped persons, persons with communicable diseases)
- E. Inmates requiring disciplinary detention
- F. Inmates requiring administrative detention
- G. Inmates requiring protective custody detention
- H. Juveniles
- VI. Single occupancy cells shall be available when indicated for the following:
  - A. Inmates with severe medical disabilities
  - B. Inmates suffering from serious mental illness
  - C. Sexual predators
  - D. Inmates likely to be exploited or victimized by others
  - E. Inmates who have other special needs for single occupancy housing
- VII. Juveniles will be separated by sight and sound from the adult population when awaiting trial as an adjudicated adult. Juveniles not subject to trial as an adult are not housed in any HCSO Jail facility.
- VIII. Classification or segregation of inmates will not be based on race, color, creed or national origin.
- IX. Current and accurate records shall be maintained for each inmate committed to or housed in the HCSO Jail facility. Procedures shall be established to safeguard legally privileged or confidential information. Inmate records shall contain, at a minimum, the following:
  - A. Intake/booking information
  - B. Court-generated background information
  - C. Cash and property receipts
  - D. Classification and reclassification decisions
  - E. Reports of disciplinary actions, grievances, incidents, and crimes committed while in custody
  - F. Medical and mental health information
  - G. Information on work release, when applicable
  - H. Records of program participation
- X. The Classification Sergeant is responsible for inmate classification and shall maintain a system that identifies all inmates in custody, their classification status, and their physical location.
- XI. Inmates may have access to their custody records consistent with the applicable statutes regarding the reviewing of these materials, and consistent with factors that impact on the safety and security needs of the facility.

## **602.03-2 General Classification Guidelines**

- I. Basic separation factors:
  - A. Adult and juvenile inmates shall be housed separately.
  - B. Male and female inmates shall be housed separately, and shall be kept separated by sight and normal sound.
  - C. Dangerous felons shall be housed separately from misdemeanants.

- II. Class of inmates by status - Inmates shall be housed according to the classification status of pending charges to the greatest degree possible as follows:
  - A. Adult female felons
  - B. Adult female misdemeanants
  - C. Adult female non-sentenced
  - D. Adult female sentenced
  - E. Adult male felons
  - F. Adult male misdemeanants
  - G. Adult male non-sentenced
  - H. Adult male sentenced
- III. Inmates shall be classified as soon as practical after admission. The classification process shall include all information available or obtainable from the social, legal, and self-reported medical history of the detained person.
- IV. Inmates will be classified in terms of level of custody required, housing assignment, and participation in detention programs based upon the initial custody assessment.
- V. In-so-far as the facility permits, no inmate should be subjected to more restrictive conditions of confinement, including but not limited to, freedom of movement within the facility and out-of-cell time, than those justified by the inmate's security designation.
- VI. Upon receipt of copies of the booking documents, determining prior arrest history, and considering any medical concerns, the Classification Sergeant will conduct a custody assessment. A custody assessment, which may include an interview, will classify each inmate in one of the following categories prior to being assigned to a housing area. General classification guidelines are as follows:
  - A. Maximum security housing for inmates with felony charge(s). Within maximum security housing areas the following factors are considered:
    - 1. Age
    - 2. Seriousness of charge
    - 3. Criminal history
  - B. Medium security housing for inmates with misdemeanor charge(s).
  - C. Minimum security housing for inmates that qualify as members of the Inmate Work Force.
    - 1. **NOTE:** Any custody level classification may be lowered or raised by Supervisory staff when there are factors that warrant a custody classification different from the above general classification guidelines as listed below in Section -3.
- VII. Uniforms issued to inmates designate basic inmate classification by color:
  - A. Orange - Felony charge
  - B. Green - Misdemeanor charge
  - C. Green & White Stripes – Inmate Work Force (cleared for inside work only)
  - D. Black & White Stripes – Inmate Work Force (cleared for outside work as well as inside)
- VIII. It shall be the responsibility of all Corrections Deputies to maintain an active "Inmate Separation List." Such lists will be kept up to date in the SmartCop Jail Book system for the benefit of maintaining separation of inmates when necessary. The Inmate Separation List will be referred to by staff when moving inmates to various programs and activities

such as but not limited to; visitation, recreation, court, medical, and transportation between facilities. No staff member shall remove a “keep from” without authorization from Classification.

- IX. Those inmates who have been classified as "Protective Custody" status shall be kept separate from those inmates in the general population. This applies not solely to housing but also to program participation such as but not limited to; visitation, AA/NA, Educational Programs (GED), court, medical or transportation between facilities.

#### **602.03-4 Inmate Management Issues**

- I. Management issues that warrant attention and possible intervention by staff in the form of special housing and/or supervision must be taken into consideration before Classification staff makes a housing assignment.
- II. Management issues include but are not limited to the following:
- A. **Protective Custody** - Inmate requires protective custody to ensure his or her safety and well being. An inmate may, for example, be a current or former law enforcement officer or relative of an officer; material witness; be a known informant; have known enemies in general population; have charges for heinous/notorious crime(s); or for any other reasons that may place the inmate at risk in general population.
  - B. **Psychological Impairment** - Inmate has been examined by contract health care staff and found to be incapable of functioning in any housing other than a highly structured treatment environment because he or she constitutes a danger to self and/or others.
  - C. **Mental Deficiency** - Inmate has been examined by contract health care staff and found to have difficulty interacting with others due to limited comprehension and communication skills.
  - D. **Escape Threat** - Inmate has made significant threats to escape or has a documented history of escape(s) and/or attempted escape(s).
  - E. **Serious Violence Threat** - Inmate has a documented history of violent conduct such as murder, rape, assault, arson, intimidation involving a weapon, or is considered to be a sexual predator. This conduct may have occurred while confined or while in the community.
  - F. **Known Gang Affiliation** - Inmate is known to be a member of a racial, political, street terrorist or religious group that uses violence to achieve its goals within a corrections setting and/or in the community. This affiliation is considered to be a management issue in the facility.
  - G. **Substance Abuse Problem** - Inmate was found to be under the influence of alcohol or drugs at the time of admission to the facility, or was showing signs of withdrawal upon admission. Inmate has reported a history of substance abuse, or has a criminal history indicating a substance abuse problem.
  - H. **Known Management Problem** - Inmate has a documented history of management problems while previously confined and/or disruptive behavior while in the community. Inmate is known to have incited provoked, and/or agitated peers; disrupted facility operations; and/or has demonstrated a substantial lack of cooperation with Jail staff.

- I. **Suicide Risk** - Inmate has been examined by the mental health staff and is considered to be a risk for attempting to take his or her own life. Suicidal inmates shall not be housed in a single occupancy cell unless the inmate is observed by direct visual observation 24 hours a day.
  - J. **Medical Problem** - Inmate has a medical problem that may require special housing or supervision. This includes an inmate who has been diagnosed by health care staff as having a communicable disease.
  - K. **Physical Impairment** - Inmate has a physical impairment that may require special housing or supervision. Inmate is resigned to a wheel chair or is physically impaired to the extent that precludes assignment to general population housing unit. Determination shall be made by the health care staff.
- III. An individual may be placed on direct observation for reasons other than medical which may include:
- A. Verbal threat of suicide.
  - B. Writing a suicide letter or note.
  - C. Previous suicide attempts.
  - D. Severe depression.
  - E. Psychotic behavior.
  - F. Physically abusing self.
  - G. General mental health reasons until additional evaluations can be completed by the psychiatrist.
- IV. Some inmates may require additional and perhaps more restrictive confinement than other inmates in the Infirmary, based on the severity of their condition. In order to distinguish which inmates require what treatment, separate categories and areas in the Infirmary will be used. Categories and procedures have been established and will be used to discern the precautions and treatment of individuals housed in the Infirmary.
- A. Suicide watch will be used to designate inmates who require the most restrictive precautions. **See Section 605.08 for information regarding restrictions for inmates on suicide watch.**
  - B. Suicide observation is a less restrictive measure than suicide watch. The inmate may have a jail uniform, eyeglasses, and writing materials if an appropriate observation cell is available.
  - C. Psychiatric observation is a non-restrictive measure utilizing cells in the Infirmary. Individuals suspected of psychosis or severe mental health problems (inmates exhibiting strange or bizarre behavior that may lead to the injury of him/her or to others) will remain on psychiatric observation or may be placed in more restrictive environment, with an end goal of placing them in general population. The primary mode of treatment will be medication therapy as prescribed by the attending psychiatrist and/or counseling sessions with the contracted Mental Health Counselor.

#### **602.03-4 Inmate Categories**

- I. **Work Release** - Work release is ordered by a Judge who signs an order extending the limits of confinement, and authorizing participation in the Work Release program. After receipt of the court order, the inmate is classified as minimum security regardless of prior classification.

- II. **Weekender** - Inmate sentenced to confinement only on weekends, or on days designated by a court order; classification is minimum security.
- III. **Federal Prisoner** - Inmates charged with a federal offense, classified as pre-trial maximum security.
- IV. **Fugitive, Out-of-County Hold** - Inmates housed under these designations is classified as pre-trial, further classification is based specific charges.
- V. **Illegal Alien** - Housed until custody is assumed by U.S. Immigration Services, classified as pre-trial.
- VI. **Civil Charges** - Inmates with civil charges only, will be housed in the block designated for misdemeanor intake.

#### **602.03-5      Housing Juveniles**

- I. Adjudicated adults awaiting trial and juveniles being held for other jurisdictions wanted for prosecution as adults shall not be housed with adults. Juveniles who are being housed with adult sanctions shall only be housed with inmates of the same classification. Juveniles that are not subject to trial as adults are not housed in HCSO Jail facility.
- II. Per Florida Model Jail Standards, juveniles may be housed in adult population if the following conditions have been met:
  - A. The juvenile is a court ordered adjudicated adult, certified for prosecution as an adult, and
  - B. The juvenile has been tried as an adult, and
  - C. The juvenile has had a disposition of guilty rendered by the adult court, and
  - D. The juvenile has been sentenced as an adult; or
  - E. The juvenile has been emancipated.
- III. Juveniles placed in adult housing must have the same classification as the adults with whom they are housed.

#### **602.03-6      Required Records**

- I. Custody records shall be maintained on each inmate committed to or housed in HCSO facility.
- II. Custody records shall be stored in a secure area controlled by Supervisory staff and access will be restricted to HCSO members on a need-to-know basis.
- III. Information contained in custody records will be released to the public in accordance with Florida law governing public records.
- IV. Custody records contain such information as:
  - A. Legal authority for commitment (court order)
  - B. Copy of booking affidavit

- C. Classification and reclassification decisions
- D. Incident reports, disciplinary actions, grievances, and crimes committed while in custody
- E. Fingerprint card (maintained in I.D. Section)
- F. Photograph (maintained in Arrest file)
- G. Record of any detainers or other civil or criminal process, copies of court orders
- H. Personal property record, including cash and property receipts (maintained in Arrest file)
- I. Medical information (maintained separately in Medical files)
- J. Records of program participation including work release, inmate work programs, education programs, etc.
- K. In-Custody Activity Summary form and the Classification Information Transfer Summary form, as appropriate.
- L. Record of absences from the facility
- M. Release information, to include:
  - 1. date and terms of condition of release
  - 2. authority for release
  - 3. signature of releasing supervisor
- V. A computerized location list shall be maintained for each inmate.

**602.03-7      Reclassification and Reassignment of Inmates**

- I. Reassessment of an inmate's classification may be warranted by disciplinary actions or when custody status is affected by additional charges or the disposition of charges.
- II. Inmate transfers to new housing assignments shall occur only after notification of and approval by Classification staff.
- III. Supervisory staff shall review inmate jail records following court appearances and solicit staff input for changes in inmate status for behavior that may necessitate inmate reclassification in terms of custody level, housing assignments, transfers, and major changes in programs. The following guidelines shall apply:
  - A. When an inmate appears in court, his or her file will be reviewed for possible classification updating. If charges are added or dropped, custody level may change. If an inmate is sentenced, he or she will be transferred from pre-trial to sentenced housing whenever possible.
  - B. Routine reassessments will be conducted every 60 days, whenever possible.

- C. If an inmate no longer requires medical housing, the health care staff will notify a Supervisor and approve the inmate's transfer to general population.
- D. The following reasons may warrant reclassification and change of housing status:
  - 1. Inmate adjustment to confinement or behavioral changes
  - 2. New information pertaining to the present charges
  - 3. Special management concerns
- E. Incident reports that may reflect a need for reclassification to a higher or lower security level.
- F. Disciplinary or rule infractions

#### **602.03-8 Inmate Appeal of Classification**

- I. Inmates may request a change in their Classification or housing assignment via an Inmate Request/Grievance Form on the tablet.
- II. The Classification Sergeant will review the inmate's file in a timely manner and determine if the current classification and housing assignment warrant change. If change is warranted the Corrections Lieutenant shall be consulted for final determination.
- III. The inmate will be notified in writing what action, if any, is to be taken in response to the request.
- IV. Copies of the inmate request form will be filed in the inmate's classification file.
- V. The inmate may further appeal this decision by submission of a written request to the Jail Administrator.

#### **602.03-9 Inmate Review of Custody Records**

- I. Inmate will complete a request form, which shall be forwarded to the Classification Sergeant for review of the custody file.
- II. Inmate requests for information contained in their custody records shall be approved by the Classification Sergeant.
- III. A review of the request will be conducted for any negative impact on the safety and security requirements of the facility and to determine if it is consistent with applicable statutes regarding the conditions under which the inmate may review the information.
- IV. If approved, arrangements shall be made and the inmate notified of the date and time established for the review.
- V. At no time shall the inmate be left alone with the custody file, nor shall the inmate be allowed to remove any material from the file.

#### **602.03-10 Classification and Housing of LGBTI Inmates**



- I. Classification shall use the information from the risk screening from to determine housing, bed, work, education and program assignments with the goal of keeping LGBTI inmates at high risk of being sexually victimized separate from those at high risk of sexually victimizing. **(Also See Section 607.24)**
- II. Classification shall make individual determinations on how to ensure the safety of each inmate when assigning the individual to a housing unit. Classification shall take into account the transgender/intersex inmate's own view with respect to his or her own safety.
- III. Classification shall try not to place LGBTI inmates in dedicated housing units solely on the basis of such identification or status, unless such placement is necessary for their safety.

## REFERENCES

State/Federal Regulations:

Florida Model Jail Standards

FCAC:

N/A

PREA:

N/A

Forms:

N/A

Other Policy/ Procedure References:

600.00 Table of Content

602.00 Jail Manual

605.08 Suicide Prevention

607.24 LGBTI Policy